



**TRANSFER OPPORTUNITY
FOR CURRENT STATE EMPLOYEES**

SENIOR LEGAL TYPIST

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION
CLAIMS ADJUDICATION OFFICE**

SAN FRANCISCO*

***RECRUITMENT AND PAY DIFFERENTIAL PAY FOR THIS LOCATION**

Salary: Range A: \$ 2,589.00 - 3,148.00*
Range B: \$ 2,894.00 - 3,516.00*

Location: 455 Golden Gate Avenue, 2nd Floor, San Francisco, CA 94102

Duties: Under supervision of the Presiding Workers' Compensation Judge, transcribes machine dictation from Workers' Compensation Judge (WCJ); types legal orders and awards in accordance with WCJ's instructions from findings of record; prepares and processes various legal documents; keeps record of status of cases handled by WCJ; answers and screens telephone calls; attaches incoming mail to assigned cases; prepares statistics; and performs other duties as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Georgene Roberts (415) 703-4997

Applications accepted until April 9, 2009, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

***Recruitment and Retention Differential Pay for this location**

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.